

## EASTHAM PUBLIC LIBRARY

TRUSTEES MEETING, September 19, 2015

1. CALL TO ORDER: The meeting was called to order at 9:01 a.m.
2. PRESENT: Members: Dave Payor, Norma Marcellino, Mary Shaw, Ed Harnett, Debra DeJonker-Berry  
Guest: Debbie Abbott
3. MINUTES: The minutes of August 8, 2015 and August 25, 2015 were approved.
4. FINANCIAL REPORTS: The financial pages were reviewed. Deb would like to find a way to show the funding of data bases and other resources separately from the materials listing. Four new computers will be purchased from the State Aid Account-one with Windows 10 so the staff can learn to use it and the others with Windows 7 that can be upgraded to Windows 10. The three with Windows 7 will be for the public. The State Aid listing on the financial report needs to be updated. The interest on the account funds was not in the report. Funds from the Ellie Singer Account are being spent. The question was asked if our new tax bills reflect payment for the Town's bonding for the new library.
5. DIRECTOR'S REPORT: The complete Director's Report is attached. Deb stated it was a very good summer as 203 children signed up for the Summer Reading Program. Circulation was good as multiple copies of current best sellers, rentals and large print books continue to be purchased. Library programs are in full swing as the One Book One Town events continue and plans are being made for the Turnip Festival. A Vendor Policy Statement for the Festival was shared and the vendors will deal directly with the Town for getting their permits. The fact that the Festival is a Library event needs to be emphasized. A motion was made and passed: **MOTION:** The Library will close at 12:00 noon on November 21<sup>st</sup> for the Turnip Festival. A panel discussion on invasive species will be held on October 10<sup>th</sup> and Margaret Phillips will work with Deb and the staff to plan a film/book discussion series with "To Kill a Mockingbird" and "Go Set a Watchman". There are concerns with the

- delays in the building project that need to be addressed. The Director's report also contains a list of policies for the new Library that the Trustees need to develop.
6. OLD BUSINESS: A meeting with the landscape architect will be held on September 22<sup>nd</sup> at 12:30 p.m. The plans will be available in the meeting room after 10:00 a.m. on that day. No new FF&E meeting dates have been scheduled. There is still no definite timeline for water being available at the library site. The reports on the lintel for the VIS Room from Spencer Vogt have been received and costs need to be determined for cleaning the lintel. The Meeting Room Policy needs more work and Deb will contact Elizabeth Garwon about working on it at the October 10<sup>th</sup> or October 24<sup>th</sup> Trustee Meeting
  7. NEW BUSINESS: The Trustees have received a "Trusty Trustee Pocket Guide". The Massachusetts Friends of the Library Group will meet in Falmouth on October 17<sup>th</sup>. There is a Small Libraries Conference on September 23<sup>rd</sup> in Sturbridge. Mary Shaw has been appointed to the State Advisory Council on Libraries.
  8. ELBFI: Al Alfano sent in a report. The net from the Cocktail Party at PB Boulangerie was \$5866-a great success!! There was a \$10,000 anonymous donation through Curbstone Financial Management Corporation and a \$2,500 grant from the Michael Cole Charitable Giving Fund and the Eastham Part-time Residents taxpayers Association has pledged \$1,000 that will be paid over two years. The next fund raising event will be the Appraisal Day on November 11<sup>th</sup>.
  9. FRIENDS: The Friends have set up a Long Range Plan Committee to plan their role in the new library. The Newsletter will go out at the end of October and the Friends are working on many aspects of the Turnip Festival.
  10. STAFF AND VOLUNTEERS: All is well.
  11. PUBLIC COMMENT: No additional comments.
  12. NEXT MEETING: The Trustees will meet on Tuesday September 22<sup>nd</sup> with the landscape architect at 12:30 p.m and the next regular meeting is October 10th at 9:00 a.m. Both meetings are at the Town Hall.
  13. ADJOURN: The meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Norma Marcellino